

HOW TO UPLOAD UCD AND ULAD FILES USING WEBLGY CORRESPONDENCE

VERSION 1

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Introduction

The Department of Veterans Affairs (VA) selects loan files for review/audit to conduct programmatic oversight. Upon loan selection, a letter is sent to the lender requesting copies of origination loan documents. For loans selected for full file loan review (FFLR), VA encourages lenders and authorized representatives to utilize WebLGY correspondence to upload copies of origination loan documents, uniform closing dataset (UCD), and uniform loan application dataset (ULAD) files to VA.

Purpose

XML data files may be uploaded into WebLGY correspondence. The functionality to upload UCD and ULAD XML files has been added to WebLGY correspondence for the loan review process. Procedures outlined in this document are intended to assist lenders and authorized representatives to navigate through the VA LGYHub and upload UCD and ULAD files in WebLGY correspondence.

Benefits

VA's Loan Origination Transformation (LOT) initiative offers flexibility when uploading an XML data file and expedites VA file review processes by minimizing data entry errors. Furthermore, it leverages existing industry data, including the UCD and ULAD, thereby reducing or eliminating the need for lenders to incur additional development investment.

Accessing WebLGY Correspondence

STEP 1. To upload UCD and ULAD files into WebLGY correspondence, you must have access to VA LGYHub. Upon a successful login to the LGYHub, you will be directed to the LGYHub home page. All LGY applications that you have permission to access, based on your role as an external user, will appear as links in the left navigation menu.

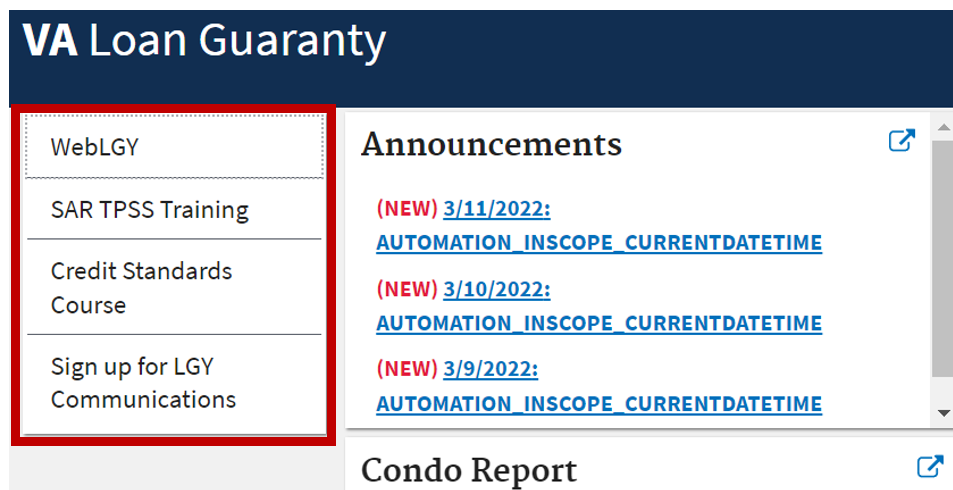


Figure 1: LGYHub User Access

STEP 2. From the LGYHub home page, select the WebLGY access link in the left navigation menu. The WebLGY access link will redirect you to the WebLGY home page.

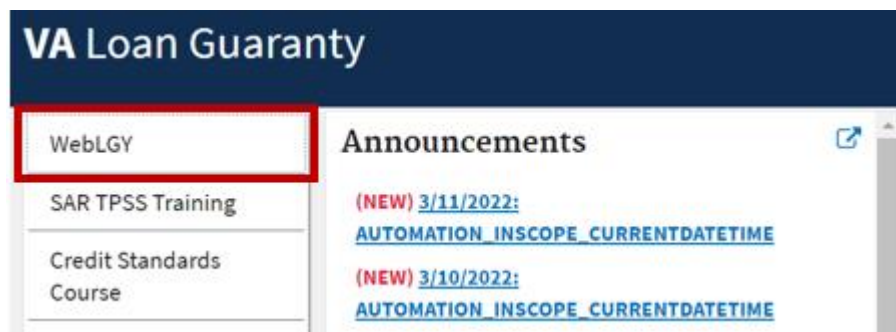


Figure 2: LGYHub WebLGY Access Link

STEP 3. You may search for the desired VA Loan Identification Number (LIN) from two locations on the WebLGY home page: LIN Search or LIN Inquiry. In the top right corner of the WebLGY home page, enter the VA LIN of the loan selected for FFLR in the box to the right of the **LIN Search** button. Then select **LIN Search**. Figure 3. Or, near the bottom of the WebLGY home page, enter the VA LIN of the loan selected for FFLR in the LIN Inquiry box. Then select **Submit**. Figure 4. You will be directed to the Loan Review Details page.



Figure 3: LIN Search



LIN Inquiry

LIN*

Submit

Figure 4: LIN Inquiry

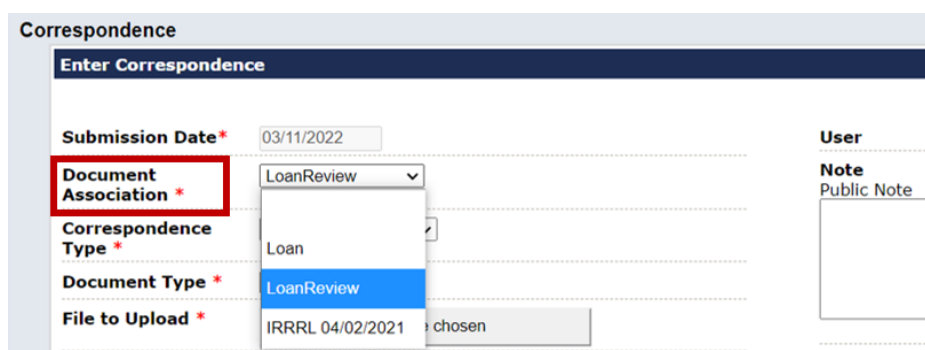
STEP 4. Select the Correspondence link in the left navigation menu. You will be directed to the Correspondence page.



Figure 5: Correspondence Link

Uploading UCD and ULAD Files

STEP 1. On the Correspondence page, the Submission Date is prepopulated for you. Select **LoanReview** from the Document Association dropdown menu.



Correspondence

Enter Correspondence

Submission Date * 03/11/2022

Document Association * LoanReview

Correspondence Type * Loan

Document Type * LoanReview

File to Upload * IRRRL 04/02/2021 chosen

User

Note
Public Note

Figure 6: Document Association Dropdown Menu

STEP 2. Select **Document Received** from the Correspondence Type dropdown menu.

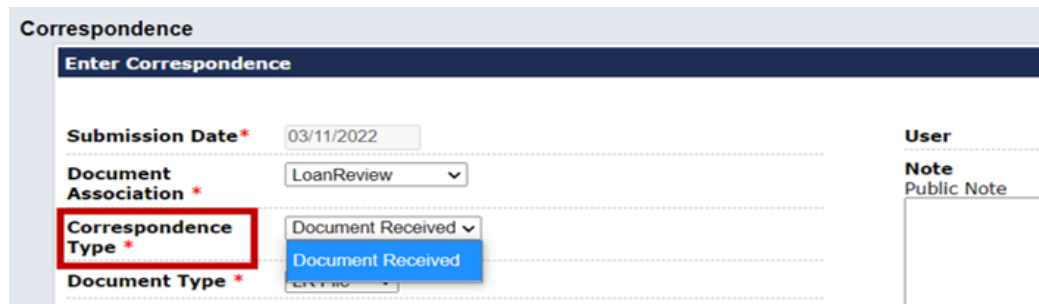
The screenshot shows the 'Enter Correspondence' form. The 'Correspondence Type' dropdown menu is open, showing 'Document Received' as the selected option. The 'Document Type' dropdown menu is also open, showing 'UCD xml' as the selected option. The 'Submission Date' is set to 03/11/2022, and the 'Document Association' is set to LoanReview. The 'User' field is empty, and the 'Note' field is set to Public Note.

Figure 7: Correspondence Type Dropdown Menu

STEP 3. Select **UCD xml** or **ULAD xml**, as appropriate, from the Document Type dropdown menu.

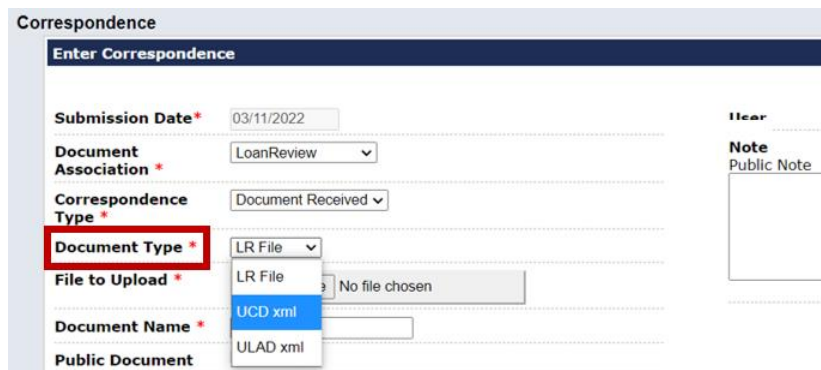
The screenshot shows the 'Enter Correspondence' form. The 'Document Type' dropdown menu is open, showing 'UCD xml' as the selected option. The 'File to Upload' field is empty, and the 'Document Name' field is empty. The 'Submission Date' is set to 03/11/2022, and the 'Document Association' is set to LoanReview. The 'User' field is empty, and the 'Note' field is set to Public Note.

Figure 8: Document Type Dropdown Menu

STEP 4. Select the **Choose File** button to the right of File to Upload to locate the UCD or ULAD file from your local system, as appropriate. **Note:** The selected UCD / ULAD file must be in "XML" format.

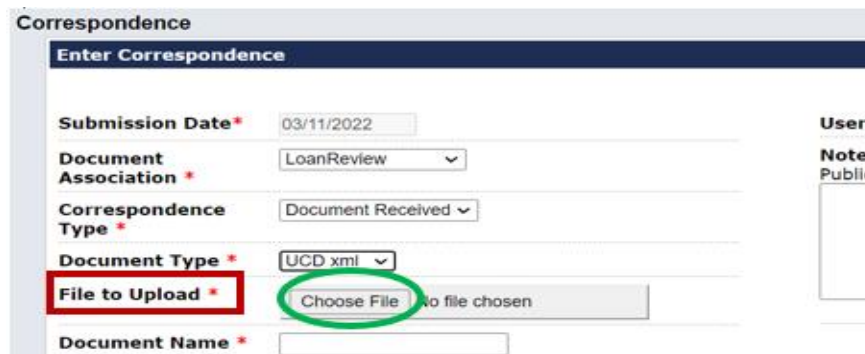
The screenshot shows the 'Enter Correspondence' form. The 'File to Upload' field is highlighted with a red box, and the 'Choose File' button is highlighted with a green circle. The 'Document Type' dropdown menu is set to 'UCD xml'. The 'Submission Date' is set to 03/11/2022, and the 'Document Association' is set to LoanReview. The 'User' field is empty, and the 'Note' field is set to Public Note.

Figure 9: Select File to Upload

STEP 5. Enter a name for the UCD / ULAD file uploaded in the Document Name field. Then, select **Submit**.

Correspondence

Enter Correspondence

Submission Date * 03/11/2022

Document Association * LoanReview

Correspondence Type * Document Received

Document Type * UCD xml

File to Upload * Choose File document.xml

Document Name *

Public Document ☒

User

Note Public I

Submit

Figure 10: Document Name Field

Upon successful submission of the UCD / ULAD file, you will receive a message near the top of the Correspondence page advising you that the file was added to correspondence successfully.

Loan Status: Guaranty Issued

Appraisal Type: IRRRL - Origination

Correspondence added successfully.

Figure 11: Successful Upload Message

You can view your uploaded UCD / ULAD file in the Loan Review Correspondence History near the bottom of the Correspondence page.

Loan Review Correspondence History				
4 Correspondence(s)				
Submission Date	Document Type	Document Name	File Name	Corre
03/07/2022	ULAD xml	SmithULAD	SmithULAD-13423.xml	Docum
03/07/2022	UCD xml	SmithUCD	SmithUCD-13423.xml	Docum

Figure 12: Loan Review Correspondence History

Troubleshooting

Invalid UCD / ULAD Format

If you receive the below error message while uploading a UCD file, please have your IT department ensure that the UCD file is in XML format conforming to version 3.3 of the mortgage industry standards maintenance organization (MISMO) reference model. The link to the reference model is in the appendix.

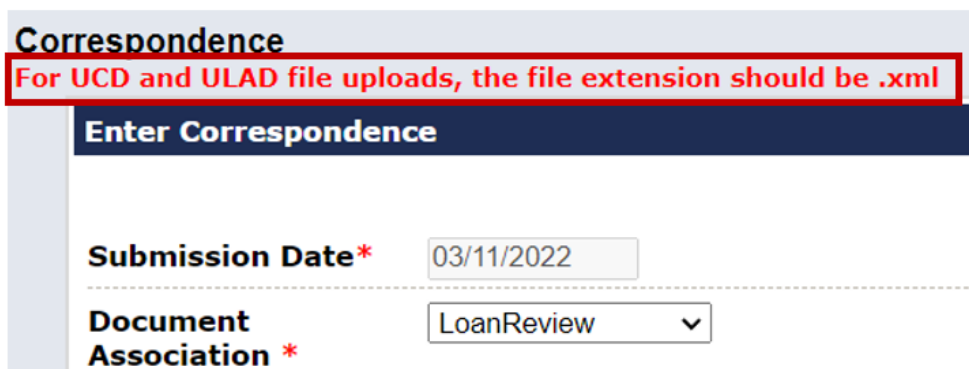
A screenshot of a web form titled "Correspondence". Below the title, a red error message reads: "Invalid UCD file, fails validation against MISMO_3.3.0_B299.xsd". Below the message is a dark blue button with the text "Enter Correspondence".

Correspondence
Invalid UCD file, fails validation against MISMO_3.3.0_B299.xsd
Enter Correspondence

Figure 13: Invalid UCD error message

Invalid UCD / ULAD File

If you receive a file extension error message, please have your IT department ensure that all UCD and ULAD files that are uploaded have a ".xml" extension.

A screenshot of a web form titled "Correspondence". Below the title, a red error message reads: "For UCD and ULAD file uploads, the file extension should be .xml". Below the message is a dark blue button with the text "Enter Correspondence". Further down the form, there are two fields: "Submission Date*" with a date input showing "03/11/2022", and "Document Association*" with a dropdown menu showing "LoanReview".

Correspondence
For UCD and ULAD file uploads, the file extension should be .xml
Enter Correspondence

Submission Date*

Document Association *

Figure 14: File extension error message

Other Issues / Contact Us

If you encounter system issues while utilizing WebLGY correspondence functionality, please submit a Help ticket through the LGY Help Center. The LGY Help Center can be accessed through this link, [LGY Help Center - Click Here](https://lgy.va.gov/lgyhub/help) (https://lgy.va.gov/lgyhub/help). Loan specialists at Regional Loan Centers do not have the ability to view trouble tickets or resolve system issues, please refer all questions to the LGY Help Center using the link above.

Appendix

Version 3.3 of the MISMO Reference Model

The specifications for version 3.3 of the MISMO reference model can be accessed through this link to an organization external to VA, [MISMO 3.3 Reference Model](https://www.mismo.org/standards-and-resources/residential-specifications/xml-schema/mismo-version-33) (https://www.mismo.org/standards-and-resources/residential-specifications/xml-schema/mismo-version-33).

Loan Review Links

File Requested is a useful feature for identifying loans that have been selected for review. This feature will generate a list of loans where VA is awaiting a file for review. Navigation to the review page is linked from the File Requested page.

The screenshot displays the 'Lender WorkSpace' interface with a dark blue header. The main content area is divided into three columns by dashed lines. The left column contains links for obtaining new VA loan numbers (LIN) for IRRRL and standard LIN, a 'Request Appraisal' link, a 'Loan Links' section with links for entering new loans, inquiries, and searches, and a 'Condo' section with search and create links. The middle column has an 'Eligibility Links' section with links for automated certificates and a percentage calculator, and a 'Loan Review Links' section with links for 'File Requested', deficiency responses, lender found notices, and incomplete responses. The right column contains 'Useful LIN Lists' with links for pending NOV, appraisals, and COE issued in the past 30 days. A callout box with a black border points to the 'File Requested' link in the middle column, containing the text 'Loan Review File Requested'.

Lender WorkSpace		
Obtain New VA loan number (LIN) for IRRRL Order IRRRL	Eligibility Links Search/Automated Certificate of Eligibility Guaranty Percentage Calculator	Useful LIN Lists Pending NOV - LAP Appraisals Requested in the Past 30 Days NOV Issued in the past 30 Days Appraisals Uploaded in the past 30 Days Lending COE Issued in the Past 30 Days
Obtain New VA loan number (LIN) Request Appraisal	Loan Review Links File Requested Deficiency(s) Identified Lender Found Notice Incomplete Response to Deficiency(s)	
Loan Links Enter New Loan Loan Inquiry Enter LIN Advanced Search Funding Fee Inquiry Lender ID by Date Loan Status Inquiry		
Condo Search Condos Create Condo		

Figure 15: File Requested